Civilian Record Brief

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The Army has developed a Civilian Record Brief for civilian employees and their supervisors.

The one-page Civilian Record Brief, or CRB, provides a snapshot of an employee's official data pulled from the Defense Civilian Personnel Data System.

The CRB will serve as a vehicle to correct and update missing or outdated information such as training, awards, performance histories and education.

Civilians will be able to use MyBiz to self-certify and update degrees, professional licenses, occupational certifications, professional military education and technical training. It will also enable supervisors and managers to better mentor employees.

The CRB will be available to employees through the Employee tab in CPOL. Employees may update some

A side benefit of the CRB is the ability to use it as a foundation for and/or attachment to resumes and Individual Development Plans, known as IDPs. The CRB enables employees to include employment data not included in official records that may be of value to a future employer -- such as non-Army positions, developmental assignments and military duties.

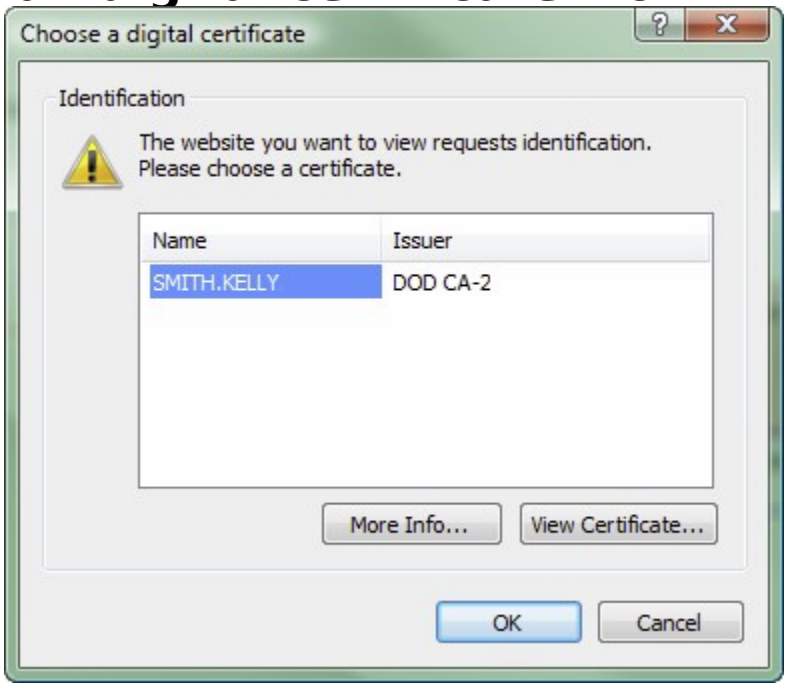
Changes made using MyBiz will normally be reflected in the employee's personnel record the following day.

Anyone who encounters problems accessing their CRB can use the CPOL Portal helpdesk under the Employee Tab.

User Guide - http://cpol.army.mil/library/help/portal/CRB-UserGuide.pdf

How do I access my CRB?

1. Navigate to http://acpol.army.mil/
2. Click CAC Employee Login, read the system access notice, and click OK.
3. Select a non-email digital certificate from the choices.



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4. When the CAC dialog box appears, enter your CAC PIN, which will enable you to access the CPOL Portal home page.

5. From the CPOL Portal home page, click on the Employee Tab, and then click Go! on the Employee Data portal.

6. Once the Employee Data portal appears, click on Civilian Record Brief (CRB) under the Self Service Applications.

7. View My CRB: This selection automatically generates your CRB using Adobe Reader. Once you see it displayed on the screen you may then view it online or save it as a file on your computer.

Update My CRB: This selection allows you to update Section 1 and Section 9h and to choose which training instances to display in Section 6.

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